**Executive Regional Directors**

**Weekly PLC Team Meeting**

**December 4, 2013**

**7-8:15 am**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five district goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Review team norms (Trevor)
* Determine time for weekly informal discussion (Trevor)
* Debrief Nov K-12 Leadership PLC meeting (Karen)
* Review weekly ERD/Principal targets and questions (Heather)
* Practice for December Data Wise meeting (Heather)
* React to draft agenda for Dec 17th K-12 Leadership PLC meeting (Karen)

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Trevor
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **7:00-7:05** | Review and revise agenda **(Trevor)** |
| **7:15-7:20** | Review team norms **(Trevor)** |
| **7:20-7:25** | Determine time for weekly informal discussion **(Trevor)**  Monday afternoon  1st Monday, following T&L, 3-4:30pm  2nd, 3rd, 4th Monday, 1-2:30pm |
| **7:25-7:30** | Debrief Nov K-12 Leadership PLC meeting **(Karen)**  Karen reviewed the Plus/Delta from the Nov meeting  Principals bringing and sharing deliverables was a highlight.  Using the same protocols multiple times provides the opportunity for practice to get everyone very good at them.  Next right step is:   * Formative assessment of PLC process in the building * Learning about formative assessment * Design a good common assessment * Bring another artifact that demonstrates evidence of question 1 * Work together to design a rubric of what good evidence is * Look at survey data * Develop a rubric that is demonstrates evidence of a guaranteed and viable curriculum:   + Criteria examples:     - Developed collaboratively |
| **7:30-7:35** | Review weekly ERD/Principal targets and questions – see PLC template **(Heather)** |
| **7:45-8:00** | React to draft agenda for Dec 17th K-12 Leadership PLC meeting **(Karen)** |
| **8:00-8:20** | Address other items not on agenda **(All)**  Time for day to day operations discussions in principal meetings  WHY of Data Wise is not known  Development of K-5, MS, and HS ERD/principal monthly agendas   * December   + Communicate what is tight for the CCSS Parent/Community meetings   + Review CCSS resources – wiki and live binder * January   + Discuss preliminary ideas for CCSS Parent/Community meetings   + Take portion of SBAC * February   + Bring draft CCSS Parent/Community meetings agenda to February grade-level ERD/principal meetings: Final Word protocol for feedback   + Share some of the strategic plan information/structure   CCSS Parent/Community meetings –   * What is tight?   + Held **before** spring break   + Finalized written agenda to ERD by March 1   + Bring draft agenda to February grade-level ERD/principal meetings: Final Word protocol for feedback   + Hold dress rehearsal with team by March 15   + Major shifts in ELA (3 types of writing/technical writing – argumentative; move toward more information text)   + 8 mathematical practices   + Age appropriate examples of ELA and math student work   + SBAC samples   + Think ahead about what questions might be asked * How will you/school team choose to get there? |
| **8:20-8:25** | Conclude meeting with a summary **(Heather)**  Determine items for next meeting agenda  Confirm assignments and next steps |
| **8:25-8:30** | Plus/Delta **(Trevor)**   * What went well? What might we do differently? * How did we do with following our norms? |